

ATTENTION ALL NDE PORTAL USERS:

Please log onto your portal accounts and go to the “My Profile” tab and check to make sure your contact information (especially the email address) is up to date. It is very important to keep this information updated as the Department of Education uses the email address that is in the users’ Portal account to send vital information. Thank you!!



Error in Student and Student Snapshot Template Instructions

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov) or Pam Tagart (402-471-4732 or pam.tagart@nebraska.gov)

In setting up NSSRS for 2016-2017 NDE found an issue with the School of Residence [Student: Location of Resident (165)]. This field is only 3 digits not 11 as was noted in the 11.1 version of the Student Template Instruction Manual. NDE notified all the Student Information System vendors August 16 and the vendors will have to update the Student and Student Snapshot Templates before you can upload your student data for 2016-2017. We are sorry for the additional work and delays this causes you and your Student Information System vendors. The updated instructions for this field are noted in version 11.3 of the Student Templates Instruction Manual posted 08/19/2016. Previous to the 11.3 version of the Student Template Instruction Manual the field School of Residence [Student: Location of Resident (165)] was named School of Attendance. This name change was corrected in version 11.3.



NSSRS Desktop Database – Available end of August

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

The NSSRS Desktop Database will be available the end of August. This product should really only be used by entities that do not have a Student Information System (SIS). If you have a Student Information System and have been using the Desktop Database, we encourage you to use the extracts from your SIS rather than the Desktop Database. If you have had problems in the past, work with your SIS vendor to resolve those issues or talk with another district that uses the same SIS vendor to get ideas on using the SIS extracts. This will be a VERY important step as we move to Adviser. If you have contacted your resources and still have concerns, please contact the NDE Helpdesk at nde.helpdesk@nebraska.gov and we’ll work with you to find the assistance you need.



RULE 24 ENDORSEMENT CHANGES

Contact: Pat Madsen (402-471-4863 or pat.madsen@nebraska.gov)

Recent Rule 24 endorsement changes may result in different endorsement names in the Clearing Manual as compared to endorsement names appearing on actual certificates. The chart below will allow you to cross-reference recent endorsement changes which might be reflected on an individual’s online certification information. When endorsement changes are made, every effort is made so individuals or employing systems are not negatively impacted.

To check endorsements held by an individual: https://dc2.education.ne.gov/tc_lookup/

RULE 24 ENDORSEMENT CHANGES

Updated 8.11.16

CURRENT ENDORSEMENT EFFECTIVE 8.1.16	PREVIOUS ENDORSEMENT
Middle Level Education, 5-9 (subject) At least one core academic content area: ELA, Mathematics, Science, or Social Science. Additional content areas can be added with additional preparation: Agriculture, BMIT, FACS, HPE, IT, or World Language.	Middle Grades 4-9 (field) with two specializations required.
Art, PK-12 (field)	Art K-12 (field)
General Art K-6 has been eliminated.	
Health Sciences, 6-12 (supplemental)	Replaces Health Occupations (subject)
Music, PK-12 (field)	Music K-12 (field)
Vocal Music, PK-12 (subject)	Vocal Music K-8, 7-12 (subject)
Instrumental Music, K-8, 7-12 has been eliminated.	
Special Education Generalist K-6, 7-12, K-12	Special Education K-6, 7-12, K-12 (Name change only)
Rule 24 Endorsement Changes (2014 and 2015)	
Special Education Supervisor	Special Education: Curriculum Supervisor
Early Childhood Education, PK- Gr 3 (supplemental)	Early Childhood Education (subject), B-Gr 3
Early Childhood Inclusive, Birth-Grade 3	Early Childhood Education Unified; Preschool Disabilities
English Language Arts, 7-12 (field)	Language Arts 7-12
Secondary English, 7-12 (subject)	More limited scope than the former English endorsement.
Journalism and Media Education, 7-12 (supplemental)	Journalism and Mass Communications (subject)
Reading and Writing, PK-6 or 7-12 (supplemental)	Reading and Writing (subject), 7-12
Speech, 7-12 (supplemental)	Speech (subject)
Theatre, 7-12 (supplemental)	Theatre (subject)
Special Education Inclusion and Collaboration Specialist, PK-12 (supplemental)	Special Education: Learning Disabled
Special Education Functional Academic Skills and Independent Living Specialist, B-12 (supplemental)	Special Education: Severe/Multiple Disabilities (supplemental)
Special Education Behavior Intervention Specialist, B-12 (supplemental)	Special Education: Behaviorally Disordered (subject)

Special Education Early Intervention Specialist, B-PK (supplemental)	New endorsement.
Special Education Early Childhood, B-K	Previously B-Gr 3
Mathematics 6-12 (field)	Mathematics 7-12 (field)
Science 7-12 (field)	Natural Science 7-12 (field)
Physical Science 7-12 has been eliminated.	When teacher renews certificate, endorsements will be Chemistry, Earth and Space Science, and Physics.

REMINDER!

Training for ESU technical staff that will support districts working with the Power School Ed-Fi component for the ADVISER dashboard.

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

On **August 25** there will be training for ESU technical staff that will support districts working with Power School Ed-Fi components and assist with active directory and google domain for the ADVISER Dashboard. At least one staff member from each ESU needs to attend. The training will be held at ESU 10 in Kearney from 9 am – 4 pm. Please contact ESU 10 directly to register. Topics to be included are:

- Overview, history, Dashboard Preview, terminology lingo
- EAP site (quick tour)
- How do ESUs get access to the dashboard for districts
- How do we connect to the ODS, single sign on
- Secrets and Keys
- JitBit overview
- PowerSchool Plug Ins
- PowerSchool Security Roles
- Troubleshooting/Things to Check/who to contact

REMINDER!

High Ability Learners (HAL) – NDE Portal Collection – DUE DATE: August 31

Contact: Cory Epler at cory.epler@nebraska.gov

High Ability Learners (HAL) 16-17 Applications for Base Only and Base and Matching Funds AND 16-17 Budget and Year-End Reports; due no later than 11:59 PM, August 31 with an audit window close date of September 15. HAL is an online submission under the Data Collection tab in the NDE Portal. The collection will close at that time and only those reports entered will be considered for HAL grants. **Audit Window Close Date September 15.**

REMINDER!

2016-2017 Staff Reporting – OPENED: August 8 – DUE DATE: September 15

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

The 2016-2017 Staff Reporting collection opened Monday, August 8. State statute requires Public Districts and NonPublic Systems to submit a Fall Personnel Report by September 15. The NSSRS Staff Reporting data collection is located under the “Student & Staff (NSSRS)” tab in the portal. Special Purpose Schools (State Operated), Education Service Units and Interim Programs (Rule 18) should report during this timeframe as well. Options for submission are online entry and upload. Staff Reporting Instructions are available https://www.education.ne.gov/nssrs/docs/STAFF_INSTRUCTION_MANUAL_20162017.pdf. Appendix A in the Staff Reporting Instructions details the changes that were made since 2015-2016.

When completing the Staff Reporting 2016-2017, double check to make sure the email addresses are correct for each staff member that is required to have one. If a correction is made to the email address that NDE had in Staff Reporting, have the staff member log into their portal account under the "My Profile" tab and verify if their email address is correct, or have them update it. NDE uses the email addresses from Staff Reporting and the Portal for communications so keeping them current is very important.



LC-2 – DUE DATE: September 20

Contact: Janice Eret (402-471-2248 or janice.eret@nebraska.gov) or Bill Biven (402-471-0526 or bill.biven@nebraska.gov)

The Budget Form LC-2 is now open. The LC-2 must be submitted by all public school districts and is due on **September 20**.

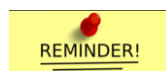


Title III Professional Development – OPENING: September 1 – DUE DATE: October 1

Contact: Terri Schuster (402-471-4694 terri.schuster@nebraska.gov)

Title III subgrantees only

Districts or Educational Service Unit consortia that receive funds under Title III Limited English Proficient grants should complete this information. It is designed to collect information on the types of professional development provided under Title III for the previous school year. **Audit window closes on October 15**



Rule 10 Assurance Statement – OPENED: August 15 – DUE DATE: November 1

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

All accredited school systems (public and non-public) are required to complete a Rule 10 Assurance Statement annually. The Assurance Statement must be completed to reflect compliance or indicate areas of noncompliance as your school system starts the 2016-2017 school year.

The Assurance Statement for public school districts will be web-based, as it was last school year, and was available on the NDE Portal, **August 15**. The Assurance Statement for non-public schools will continue to be included in the Fall Mailing and was sent by August 15th. FAQ and instruction documents regarding completion of the Rule 10 Assurance Statement will be available in the Fall mailing and within the Portal.



MOE Eligibility Application – DUE DATE: November 15

Contact: Pete Biaggio (402-471-4308 or pete.biaggio@nebraska.gov)

Collection completed by Public

The purpose of this application is to provide IDEA special education Maintenance of Effort (MOE) information to establish school eligibility for receipt of IDEA current year funds.

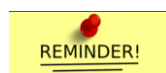


NSSRS Data Manager: "Notice of Data Redislosure" – OPENED: August 17

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

As last year, prior to submitting 2016-2017 data, a district's NSSRS Data Manager "District Approve" user must indicate understanding of data re-disclosure requirements, which require NDE to make data submitted available to Nebraska postsecondary institutions (Neb. Rev. Stat. Section 79-776), and to other districts where a student intends to enroll. This "splash screen" is the notification required under the Family Educational Rights and Privacy Act (FERPA). FERPA requires advance notification and development of the new P-16 data system continues.

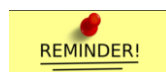
The "District Approver" (district administrator) user indicates understanding by clicking the "I Understand" button prior to any submissions. Other users of NSSRS Data Manager will only be presented with the option to click the "Close this Window" button. All users will be presented with a notice of data redisclosure the first time logging into NSSRS Data Manager each day and must click the "I Understand" button in order to gain access to this system.



New Superintendents – 2016-2017 School Year

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

If your district/system has a new Superintendent for the 2016-2017 school year, please have them contact the NDE Helpdesk to get set up on the NDE Portal as the new District Administrator for your district. We will provide them with the district administrator activation code specific to their district. The previous District Administrator will also need to be removed and should contact the Helpdesk to advise us of their new position. The Helpdesk can also provide new administrators with information on where instructions are located for the District Administrator Responsibilities and assigning activation codes.



Additional Versions of DHHS Superintendent Letter – AVAILABLE: August 7

Contact: NDE Helpdesk ([888-285-0556](tel:888-285-0556) or nde.helpdesk@nebraska.gov)

Beginning August 7, two additional versions of the automated *DHHS Superintendent Letter* will be available to school districts via the NDE Portal: (1) *YRTC Placement*; and (2) *New School Year*. The *DHHS Superintendent Letter* was originally developed by the Nebraska Department of Health and Human Services - Children and Family Services Division (DHHS-CFS) to notify school districts when any of their students became State wards and their current status in the child welfare system. The new *YRTC Placement* version of the *Letter* notifies school districts when one of their students enters or exits the DHHS-operated Youth Rehabilitation and Treatment Center (YRTC) in Geneva (for girls) or Kearney (for boys).

The *New School Year* version of the *Letter* is sent at the beginning of each school year to update the school district about a State ward's current status in the child welfare system. For the 2016-2017 School Year, these letters are being sent between August 7 and August 28. In districts that will receive multiple *New School Year Letters*, the Superintendent is sent only one e-notification at the end of each day rather than an e-notification for each letter.

The *DHHS Superintendent Letter* collection can be found under the *Data Collections* tab in the NDE Portal.



2016-2017 NSSRS Calendar Version 7.1

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

The 2016-2017 NSSRS Calendar has been updated and a new version is now available on the NSSRS Resources web page at <https://www.education.ne.gov/nssrs/Resources.html>.


REMINDER!

NDE Student Unique Identifier – It's That Time Again to Update

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

All students in Pre-Kindergarten – Grade 12 (Public, NonPublic and State Operated Systems) and Postsecondary students (Nebraska Community Colleges, State Colleges and University of Nebraska students) need to be updated each year with current school information. Step-by-Step instructions can be found on our website at the following web address: https://www.education.ne.gov/nssrs/docs/NSSRS_Steps_Uniqid_2016-03-02.pdf

Prior to submitting the Student template for the first time for 2016-2017 school year, **ALL new and returning students** should have their Unique Identifier (State ID's) assigned/updated. On all returning students, any information that has changed (grade level, school building and school year) needs to be updated in the Student Unique Identifier Collection.


REMINDER!

DIRECT CERTIFICATION WITH MEDICAID DEMONSTRATION PROJECT

Contact: Sharon Davis (402-471-3559 or sharon.davis@nebraska.gov)

Beginning in 2016-17, Nebraska will start directly certifying students using Medicaid eligibility for both free and reduced price meal eligibility under the authority of Section 18(c) of the Richard B. Russell National School Lunch Act (NSLA). The Demonstration Project has the potential to improve student access to school meals, reduce administrative burden for schools and local educational agencies (LEAs), and improve certification accuracy in the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

Scheduled Webinars

Verification Report and the Direct Certification with Medicaid

Date: Wednesday, September 7, 2016

Time: 9:30- 10:30 am CST

URL: nde.adobeconnect.com/nutrition

CNP System Updates

For the 2016-17 School Year, the SFA staff will see changes to the Direct Certification/Direct Verification | View Direct Certification | Qualified Student List Directly Certified as Free screen in the Child Nutrition Program (CNP) system located at: <https://nutrition.education.ne.gov/>

- The "Q" field new values: **M-F** = Medicaid-Free, **M-R** = Medicaid-Reduced.
- Heading updated from "Qualified Student List Directly Certified as Free" to "Qualified Student List Directly Certified".
- Additional text under the NOTICE statement: If a student's record is reported with only the "**M-R**" value on the direct certified list in the CNP system, than the households with children directly certified for reduced price meals must receive a notice of the income level used and be offered the opportunity to apply if their income, based on NSLP eligibility policies, is within the limit for free meals (using the National School Lunch Program (NSLP)'s current income eligibility guidelines). For information click on: <https://www.education.ne.gov/ns/forms/nslpforms/DirectCert.html>
- A template letter for the child reported with only the "**M-R**" value on the direct certification list is available on this webpage: <https://www.education.ne.gov/ns/forms/nslpforms/DirectCert.html>

During the coming weeks, the Direct Certification and Direct Verification webpage will be updated with new documents that include information regarding the Direct Certification with Medicaid Demonstration project: <https://www.education.ne.gov/ns/forms/nslpforms/DirectCert.html>

HOW TO CONTACT THE NDE HELPDESK

There are three ways to contact the NDE Helpdesk with questions.

All three ways get to the same place, so please only use one of the following options.

If you send more than one request this may delay our response as we coordinate all requests.

1. Submit a "Helpdesk Request" from your portal account. After logging into the NDE Portal, it is available in the upper right corner of the Collection Announcement page. This will be the fastest way to get your request to the NDE Helpdesk.

OR

2. Email: nde.helpdesk@nebraska.gov

OR

3. Call Toll Free: 888-285-0556 – **This is a Voicemail line ONLY.**

Please leave your full name, organization, call back number and a brief description of your question.

ALSO: If you have contacted the NDE Program Staff person, please do not also contact the Helpdesk. Multiple contacts will delay the response.

THANK YOU!

NDE Bulletins: Past and Present:

Current and past NDE Bulletins can be found at <http://www.education.ne.gov/ndebulletins/index.html>. We will also continue to send the bulletin out via e-mail.

Denise Schuyler

Data, Research, and Evaluation - NDE IT Helpdesk Specialist



Helpdesk: 888-285-0556 – nde.helpdesk@nebraska.gov

Email: denise.schuyler@nebraska.gov